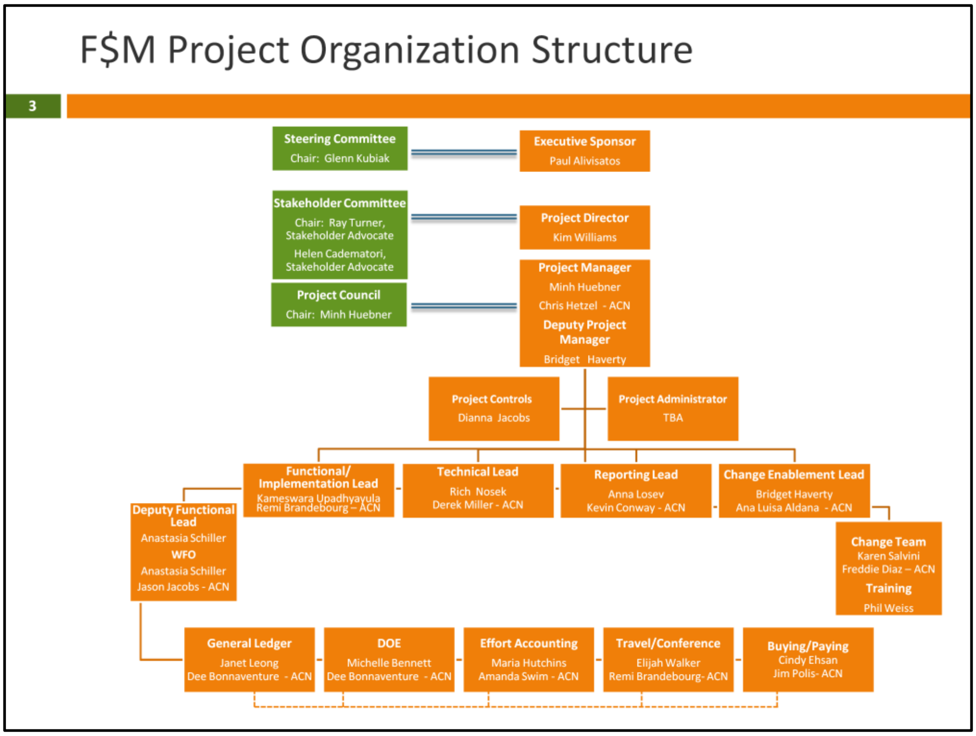
F$M
PHASE II SERVICE AREA WORKGROUP AND SME ONBOARDING

F$M

February 28, 2013

Welcome to the F$M Phase II Service Area Workgroup!

Your engagement in this process plays an integral role in the success of F$M. This onboarding packet will serve to provide you with a little more context of the F$M project and how you fit within the F$M scope and effort.



The F$M Project organization structure serves to facilitate effective execution and management visibility of activities across the entire project.

The team is organized around 4 workstreams:

- Functional (Includes all Service Areas) – Focused on designing the new Lab process states that will be enabled with PeopleSoft, incorporating captured and verified business requirements
- Technical - Focused on ensuring that the supporting technologies and technical architectures required to launch the new PeopleSoft Implementation are in place
- Reporting/Data Analysis: Focused on determining the right set of information and information delivery mechanisms that will be delivered to meet the Lab's reporting and analysis needs
- Change Enablement: All activities related to Stakeholder Management, Communications and Training

Project Scope

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Phase I:
02/01/2011 – 11/30/2012

- Define and analyze current state
- Re-engineer existing processes
- Identify Solutions
- Develop F$M implementation roadmap
- Build a business case for Phase II

Phase II-A:
01/07/2013 – 11/30/2014

- Re-implement PeopleSoft Finance version 9.1 or higher (9.2 planned)
- Modules: GL, KK, ePro, PO, AP, AR, BI, PC, GM, CA

Phase II-B (Optional):
10/1/2014 – 11/30/2015

- Implement more PeopleSoft Finance Modules: EX, AM, SCMT, eSup
- Implement PeopleSoft HCM TL Module (after LBNL upgrades to version 9.1)
- Develop enhancements for Payroll Module (being upgraded)

Phase I, which is now complete, encompassed the following:

- Assess current state
- Document unmet stakeholder needs
- Assess and prioritize processes for re-engineering
- Document and re-engineer high priority business and financial processes
- Develop high level business requirements and process flows
- Build a business case; and
- Develop a plan for governance and organization change management.

The purpose of Phase II is to execute a project to achieve the objectives identified in Phase I. Phase II is comprised of Phase II-A and optional Phase II-B.

The initiatives for transformation opportunities fall under the following OCFO end-to-end business process/service areas, which are intended to collectively represent all OCFO activities/services.

Department of Energy (**DOE) Funds, Proposal to Closeout (P2C), and General Accounting** includes the process of requesting funding from DOE, receiving those funds, authorizing projects, collecting costs within the project and then closing the project once funds are expended.

Work for Others (WFO) Proposal to Closeout (**P2C)** is similar to the DOE Proposal to Closeout process but involves work performed for non-DOE sponsors, and includes other federal, state and corporate sponsors.

Buying/Paying (Procure-to-Pay, P2P) enables LBNL to acquire goods and services for the best value in a competitive and timely manner while maximizing volume and payment discounts utilizing an integrated, secure, and electronic process.

Effort Accounting (Timekeeping, Labor Cost Distribution, and Payroll) is the process of collecting effort information (as recorded in the Time Reporting system) associated with projects and activities which is then processed through labor cost distribution to projects to enable funds management, and sent to payroll for processing and payment distribution to employees.

Travel and Conferences covers the activities to manage staff travel and conferences, including travel authorizations, audit and payment of travel expense reports, and conference reporting and accounting.

Reporting/Data Analysis covers all components of standard and ad hoc reporting, dashboards, transaction details and decision support tools across the OCFO Service Areas.

Project Phase Overview

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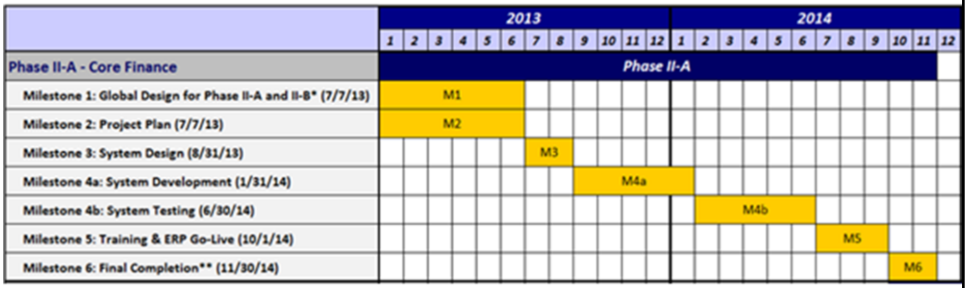
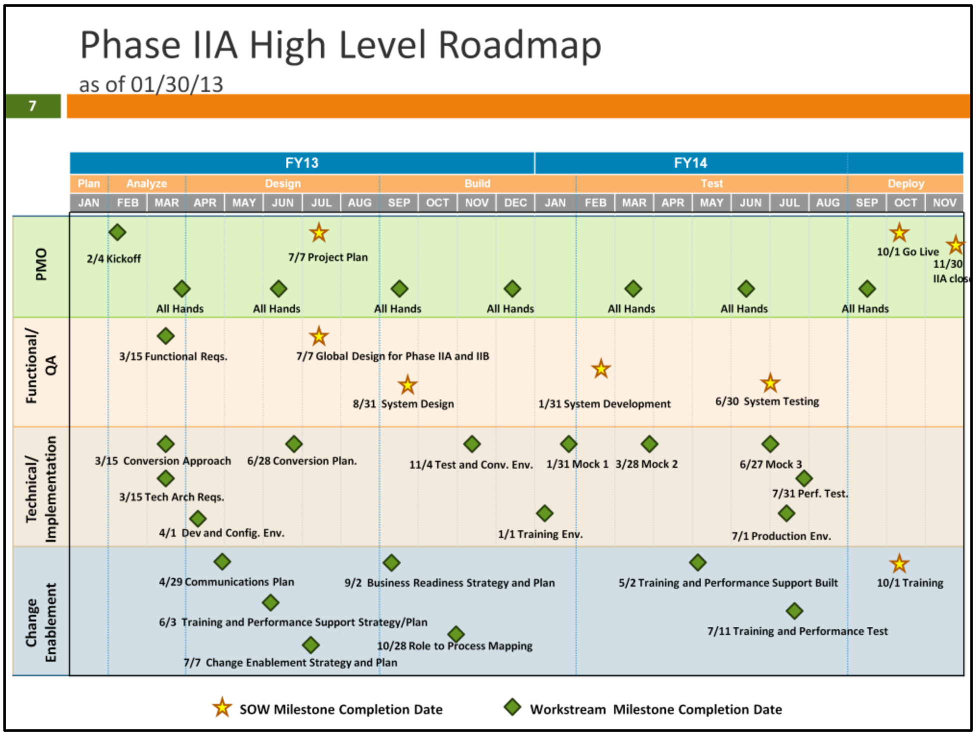


The F$M Timeline represents the complete end-to-end work plan with a schedule that guides the F$M project team through all the complexities associated with a large-scale Enterprise Resource Planning (ERP) implementation. The Phase IIA timeline is organized around six contracted milestones with our Systems Integrator, Accenture

1. Global Design for Scope in Both Phases II-A and II-B (includes Discovery, Analysis and Fit/Gap Assessment)
2. Final Comprehensive Project Management Plan
3. System Design
4. System Development
5. System Testing
6. Training and System Deployment
7. Post Production Support



The Phase IIa High Level Roadmap illustrates both the contracted milestones in the Statement of Work, and the Key Workstream Milestones in relation to the phases of Phase II – A; Plan, Analyze, Design, Build, Test Deploy. Specific activities for each workgroup are captured at a more granular level in the Project Workplan

Service Area Teams

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Service Area Teams will be established to ensure F$M has a holistic approach and view with Lab engagement and support; it allows us access to create a dialogue with representatives throughout the Lab and ensure F$M design decisions are grounded in the Lab's Business Model reality. Each Service Area will have a Lead supported by a Working Group and a reach-back network of Subject Matter Experts

Core Team:
- Cross functional mix of Field Ops, Central OCFO, Administrators and others
- 5 to 7 members
- @ 25% FTE commitment (this will vary over the life of the project)

Subject Matter Experts:
- Could include SMEs from any group at the Lab or external SMEs
- 10 plus members, whatever it takes to adequately support the Service Area
- No specific time commitment, they will be called on as needed for consultation and to review proposed design

One of the key components of the success of the F$M Project is the Change Network. The F$M Change Network is comprised of key stakeholder groups with resources at various levels within the Divisions and departments of the Lab. The Change Network's charter is to help prepare the Lab for F$M. Their advice, activities and support will increase the likelihood of a smooth implementation. The F$M Change Network will also help the Lab community embrace F$M in an effective and timely manner

Within the change Network, the Service Area Teams play a vital role in analyzing, designing and testing the functionality of the new PeopleSoft System and describing the impact of that functionality on users.

The Service Area Teams are comprised of the Service Area Lead, the Service Area workgroup, and the Service Area Subject Matter Experts.

Example: WFO Service Area Team

Service Area Leads: Anastasia Schiller/Jason Jacobs

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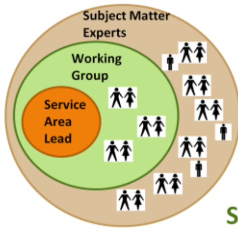

Working Group Members:

- Robert Gutierrez, Resource Analyst
- Kathy Dean, Resource Analyst
- Anastasia Schiller, F$M Lead
- Angela Ford, Contracts Officer
- Victor Lorincz, Accountant
- Parth Banker, Systems Analyst
- Kristi Shaw, Resource Analyst

Subject Matter Experts:

- Christy Bertoldo, Resource Analyst
- Sonia Ortiz, Business Mgr
- Viviana Wolinsky, Tech Transfer Deputy
- Lechieta Williams, Proposal Specialist
- Lee Haynes, Resource Analyst
- Manfred Auer, PI
- Sally Nasman, Proposal Specialist
- David Garcia, Contracts Officer
- Nick Skowronski, Financial Analyst
- Kimmy Cheung, Accountant
- Angela Huang,Tech Transfer Accountant
- Shiela Dixon, Resource Analyst
- Karen Omoto, Resource Analyst
- Mark LaBarge, PI

Here is an example of a Service Area Team, WFO. Note how the members represent different roles with functional expertise, as required for the Service Area.

Support

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- For feedback/questions regarding Service Area Workgroup and SME’s, please reach out to

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We are here to support you and enable you to be successful in this role! If you have any feedback, questions, or concerns, please reach out to Bridget Haverty.